

SHELTER-IN-PLACE

In certain instances, immediate evacuation of the NASA HQ facility is not in the best interest of its occupants, and sheltering the occupants in the building may reduce the risk of injury. To “shelter-in-place” means to make a shelter of the building that you are in until the “all clear” announcement is made.

When an event occurs that makes sheltering-in-place necessary, occupants will be notified by the public address announcement, InformaCast, Emergency Notification System (ENS), NASA HQ Security Guard Force, and/or local authorities.

- Occupants will not be directed to shelter-in-place unless mandated by the Executive Director or NASA Incident Commander. If an employee insists on leaving the building, he or she will be directed to the safest exit point and will be allowed to leave after signing a non-liability waiver. After leaving the building, the employee will not be permitted to reenter the building.
- Occupants refusing to shelter-in-place may be unable to access and remove their vehicles from the garage until the “all-clear” announcement is made.

The longest you should expect to shelter-in-place is 12 hours. In preparing for a possible shelter-in-place situation, each occupant should prepare an **emergency kit** with the following items:

- Extra prescription medicine (if you need to take it during the period of shelter-in-place).
- Flashlight.
- Extra batteries.